



Governor's Traffic Safety Advisory Commission
Michigan Traffic Incident Management (TIM) Action Team
Meeting Minutes
August 1, 2014
9:30 AM
MDOT Horatio Earle Learning Center

Attendance	Agency
Allan Avery	Michigan State Police
Joel Ballor	Joe Ballor Towing/Michigan Towing Association
James Flegel	Michigan State Police
Carl Hein	Southeast Michigan Association of Fire Chiefs
Morris Hoevel	Federal Highway Administration
Angie Kremer	Michigan Department of Transportation
Dawn Miller	Michigan Department of Transportation
Richard Marinucci	Northville Township Fire Department
Lyn Nelson	Marquette Alger Co EMS Med Control Authority, MGH Police & Fire
Tom Schmiedeknecht	Pro Med
Craig Shackelford	Bloomfield Township Police Department

Agenda Item: Traffic Safety Summit March 2015

Discussion:

- Brainstorm general and breakout session topics for submission to the Office of Highway Safety Planning for the 2015 Traffic Safety Summit.
- Suggestions:
 - 1) "Hats of Incident Management" - Capt. Tom Martin
 - 2) Mi-TIME, Vehicle Placement and Steer It, Clear It
 - 3) "How Unified Command Can Help at a Traffic Incident" - Fire personnel explain how the Unified Command System can benefit all first responders at a traffic incident.
 - 4) Who's in Charge

Ask for a 4 1/2 Hour Block of time pre-conference time on the afternoon of March 23rd for Mi-TIME Training.

Action:

Team members to submit to Angie suggestions for 2015 Traffic Safety Summit to Office of Highway Safety Planning for review.

Agenda Item: TIM Action Team Meeting Schedule for 2015

Discussion:

- Continue meeting every other month starting with February 2015.
- Evaluate meeting schedule in June 2015 to determine change to quarterly meetings.
- Continue to include webinar and teleconference options.
- Maintain meeting location at MDOT Horatio Earle Learning Center.

Action:

Team members to provide feedback regarding frequency and location of meetings for 2015.

Agenda Item: SHRP2 Train-the-Trainer(TtT) Program in Michigan & Mi-TIME

Discussion:

- Mi-TIME challenge coins available for presentation to Mi-TIME trainer graduates. Each trainer graduate will also be presented with 2 additional challenge coins to present to Mi-TIME TtT champions. Michigan is only state known to award challenge coins for completion of TtT training.
- Mi-TIME logo on website available for use on the SharePoint site. Contact Angie Kremer for logo if not on SharePoint.
- First Mi-TIME TtT training was completed May 28-29, 2014 with 71 graduates. Additionally, 3 trainers completed training in June at the National Fire Academy (NFA). Michigan now has a total of 74 trainers.
- Second Mi-TIME TtT course is scheduled for September 24-25, 2014 in southeast MI at Wayne College Community College District. Currently, have received 13 applications for this training. Seeking additional multiple discipline applications for this training. Tom Melville and Jack Sullivan will be Master Trainers.
- Third Mi-TIME TtT course is scheduled for October 24-25, 2014 in Traverse City, MI at the Michigan Fire Service Instructors Conference. Training will take place Friday morning for a half day and all day Saturday. Angie Kremer and Tim Robbins will present training on Friday. Jack Sullivan will be Master Trainer on Saturday with Angie and Tim helping. Currently, have received 8 applications for this training. Mostly have conference attendees signed up so far. Seeking additional multiple discipline applications for this training.
- Mi-TIME Regional Training Coordinators will work with other trainers to facilitate completion of 16 hour training commitment. Gilbert Solis is Regional Training Coordinator for Metro Region. Still need training coordinators for other regions. Gilbert has indicated facilities at Wayne College Community College District are available for future trainings.
- Public Mi-TIME website will be launching next week. Web designers are sending website to e-Michigan. Discussed various links on website. Carl Hein suggested a link to Standard Operating Procedures (SOP's). Michigan Municipal Risk Management Association (MMRMA) has good template of SOP. Requests for training on website will go directly to Angie Kremer and she will find the trainers.
- MDOT obtained funding that will be used to reduce burden of printing costs for Mi-TIME training handouts. MDOT print services will fill orders for handouts requested by trainers on Mi-TIME website. Still working out how to receive the funding.

Action:

Team members will communicate information about upcoming TtT sessions. Joel Ballor will communicate information to local agencies in his network. Angie Kremer will send Joel Ballor email about next TtT sessions in Taylor & Traverse City. Angie will send "simplified" document to Rich Marinucci about upcoming TtT sessions for distribution to fire personnel. Team members to send Angie Kremer: photos for Mi-TIME website showing first responders at incidents wearing high visibility apparel; dates for scheduled TIM training sessions to populate calendar on Mi-TIME website; any links for addition to list on Mi-TIME website. Angie Kremer will edit wording on "request training" form to convey that TIM training is a 4 hour minimum but can be an 8 hour session if desired. Lyn Nelson/Rich Marinucci to provide contact information for MMRMA. Angie will get information needed on Mi-TIME SharePoint website to request printing of training handouts.

Agenda Item: ITS World Congress September 7-11, 2014 at Cobo Hall Detroit, MI

Discussion:

- Emergency Responder Day (ER Day), September 9, 2014 – Angie Kremer, Co-Chair.
- Traffic Incident Management (TIM) on Belle Isle- PM session will showcase mock traffic incident to demonstrate TIM first hand to ITS/Transportation people and show first responders the ITS equipment of now and the future.
- ITS attendees have opportunity to ask questions and learn about TIM. Guided tours to vendor hall highlighting areas of specific interest to attending agencies.
- Detroit Police Dept., Detroit Fire Dept., Southeast Oakland County Crash Investigation Team (SOCCIT) and Boulevard & Trumble Towing will participate in mock incident along with other agencies.
- Free admission on ER Day to first responders in uniform (polo shirt with agency logo acceptable) or presenting proper credentials. Three concurrent breakout sessions available after lunch. Lunch provided. First responders need to register at <http://itsworldcongress.org/>

Action:

Team members to publicize ER Day in agency newsletters and distribute ITS World Congress ER Day postcards. Team members to submit comments for ER Day to Angie Kremer.

Agenda Item: TIM Action Plan 2013-2016**Discussion:**

- Need to prepare report of 2014 TIM Action Team accomplishments.
- Seeking media person to join TIM Action Team. Carl Hein suggested Ron Savage (channel 7 news reporter and Brighton firefighter). Jim Flegel suggested Bill Harris (Flint media)
- Angie Kremer working on video on TIM targeted for news reporters. Craig Shackleford suggested a traffic reporter.

Action:

Team members will provide feedback on previously assigned action items. Lyn Nelson will send Angie Kremer contact name for media person. Angie will contact suggested media persons. Team members will send ideas for speakers and topics for December meeting.

Agenda Item: OHSP Updated Pamphlet for Move Over Law**Discussion:**

Pamphlets available to order soon in catalog of publications.

Action:

Team members promote “Move Over or Slow Down” (if unable to Move Over). To order pamphlets for free go to http://www.michigan.gov/documents/msp/2014MaterialsCatalog_460159_7.pdf
Pamphlet is on page 4 and order form is on page 8.

Future Meeting Dates

Next meeting at MDOT Horatio Earle Learning Center on October 1, 2014 from 9:30-11:30 AM.
Speaker: Harriet Miller-Brown, State 911 Administrator talking about Next Generation (NG) 911